

Summary Minutes
Maricopa County Local Emergency Planning Committee (MCLEPC)

August 10, 2005

A meeting of the Maricopa County Local Emergency Planning Committee (MCLEPC) was held on August 10, 2005 at the Mesa Fire Department Community Room, 360 East 1st Street, Mesa, Arizona.

Membership Attendance

- *Members in Attendance*

Osman Aloyo, Glenn Jones, David Jones, Michael Trapasso, MaryAlice Witzel, Bob Horn, Richard Thomas, Tim Jones, Mary Kanoon, and Holly Carpenter

- *Members Absent*

Joseph Early, Steve Brittle, Joe Arpaio, Mary Price, Cliff Puckett, Tom Shannon, Hal Rosen, Terry Petko, Tom Abbott, Tim Newbill, Alan Jensen, Virgil Martinez, Kevin Rose, Tri Trinh, Maggie Lineback, and Mike Fusco

- *Others in Attendance*

Warren Leek, Daniel Roe, and Dennis Carpenter

Call to Order

The meeting was called to order at 2:10 pm without a quorum.

Introduction

Osman Aloyo welcomed everyone to the meeting. Committee members gave their introductions. Mr. Aloyo highlighted the presence of Dennis Carpenter, Assistant County Attorney.

Approval of Minutes

Members reviewed the minutes, and no questions were asked. Due to lack of member attendance, the April 2005 minutes could not be approved.

Subcommittee Reports

- ***Grants Subcommittee*** - Glenn Jones announced that all of the funds donated by SERC, as specked out by previous Executive Director Tim Newbill, have been used. The funds were used for 500 magnets, 1000 pens, a traffic/speech light, and binders for LEPC Committee members. The magnets and pens are available for outreach style programs. The speech light will be used for timing public comments during meetings.

Mr. Jones announced that production costs would have tripled to create magnets in both Spanish and English, so instead they went by the suggestion of then education committee chair Steve Brittle. He suggested combining English text with pictures. Mr. Jones thanked Ms. Kanoon for organizing the final layout.

MaryAlice Witzel asked when the magnets and pens would be handed out and to whom. Mr. Jones stated that it was to be determined by the Education Subcommittee, which at this point is without a Chairman. His understanding was that they were designed for outreach and education programs for South Phoenix and the Palo Verde Nuclear Generating Station.

- **Membership Subcommittee** - Tim Jones announced the Subcommittee did not meet last quarter. Two members resigned. Tri Trinh, member at large from the City of Phoenix and Maggie Lineback, the media representative. Mr. Jones stated that the Membership Committee would have to meet to discuss what they need to do to get a new Media representative for the LEPC.
- **Planning Subcommittee** - Mr. Aloyo requested that Glenn Jones comment on the activities of the Subcommittee and RMP work. Mr. Jones stated that the RMP Subcommittee conducted a review of the first eleven EHS facilities that the Committee previously agreed to look at. Mr. Jones stated that the Subcommittee discovered very quickly that forms/spreadsheets are available from the State, to be used to evaluate plans and statutory compliance. The spreadsheet will be sent out to those eleven EHS sites for self-evaluations. The results will then be compared with what was collected by the Subcommittee in their evaluations. Mr. Jones stated the current plan is to meet again in the next three weeks to review processes and figure out how to send stuff out to all 87 sites.

The eleven facilities the RMP Subcommittee discussed included Cholla Water Treatment Plant, DPC Enterprises, Patterson West (closed 3 years ago, they never submitted paperwork to be physically closed through the EPA), Val Vista Water Treatment Plant, 16th St. Facility, 23rd Ave. Water Treatment Plant, BOC Edwards, Hills Brothers Chemical Company, Tessanderlo-Kerley, Union Hills Water Treatment Plant, and the Scottsdale Water Campus.

- **Rules Subcommittee** - Mr. Jones reported on behalf of Chairman Mike Fusco.

He announced the changes the Rules Subcommittee had hoped to be approved. Section 8.4 *Quorum* (pg.11) was deleted. Under 7.4 *Quorum, Section B*, he pointed out the change “a quorum shall consist of more than 33 percent of the Committee membership” instead of 50 percent. He declared that the Committee modified what constitutes a quorum because they wanted to set up a system that would allow for conducting general business and holding meetings. Under 7.4 *Quorum, Section C*, “More than 50% of committee members must be present for voting purposes. To change the rules of the Committee.” He clarified that if the Committee votes for purposes of changing the Rules or Chairman/Vice Chairman position, more than half of the Committee is required to be present at the meeting.

Section 8.4 on *Ad Hoc Committees* was also cleaned up a bit (See *Committee Rules*, pg. 12). Mr. Jones also referred the Committee to the meeting minutes from April 2005 under *Old Business: Approve By-Laws*.

Old Business

- **Vote on Rules** - The Committee was unable to vote without a quorum.

New Business

- ***Review APEX Training Program*** - Mr. Aloyo welcomed comments from the Committee.

Dr. Thomas thanked Dan Roe and Scott Meyer for their presentation. It was well received, covered the basic materials, and got us thinking about what we need to be doing in terms of taking the LEPC and making it a more organized and productive Committee.

Dr. Thomas stated that after the APEX class, the group brainstormed around Community Right-to-Know law. They compiled ideas and concepts that could start to direct the focus of existing Subcommittees or the foundation of what the Committee would do relative to a Strategic Plan. Within reason and with the available resources we should be able to come up with some goals. He emphasized the need to organize a formal Strategic Planning meeting as soon as the Committee gets a quorum.

- ***Maricopa LEPC reply to Mr. Brittle*** - Mr. Aloyo stated that the response would be tabled for the next meeting.

Dr. Thomas stated that replying to his letter in his absence would not be of much value in terms of communication. He is not sure what Mr. Brittle's feelings are about continuing the dialog, since the RMP Subcommittee is addressing some of his concerns. He stated that he would contact Mr. Brittle prior to the next meeting.

- ***Elect New Officers*** – The Committee could not hold the election of Officers because the meeting did not have a quorum.

Call to Public

- Daniel Roe of the Arizona Emergency Response Commission (AZSERC) announced that the Commission was fortunate enough to receive a portion of a State Homeland Grant. The funds will be used to enhance the electronic filing process. He asked for the County's input, to see what they would like to see in terms of making it easier on the user industry and in the delivery of the product to response agencies.

Mr. Aloyo asked if there was a way to marry up Tier Two reporting between County and State. Mr. Roe stated that right now, you have the C.D. but the next step is to give the County their own UserID and Password so they can get whatever information, whenever they want. It would work the same way for any law enforcement agencies and fire departments under that electronic agreement.

Mr. Roe asked Ms. Kanoon if the MCLEPC had ever been given administrative rights. She stated that in the past they have and she really enjoyed what she was able use. The C.D. is very limited and frequently freezes up when trying to retrieve information. Ms. Kanoon and Mr. Aloyo conferred that web access is very much needed.

Tim Jones asked if the Commission is planning to upgrade the electronic signature problem. Mr. Roe stated that the funding will go towards making technical modifications and fixing problems.

- Mr. Aloyo announced that the MCLEPC is posted on the Maricopa County Department of Emergency Management website and in the future they would like to offer automatic email updates to members. On the site, members will be able to subscribe to an email list that will automatically send them meeting minutes, agendas, and other useful information.

Announcement of Next Meeting

The next meeting will be held at Banner Good Samaritan Medical Center in the Sandstone Room, 1111 E. McDowell Road, Phoenix AZ on Wednesday, October 5th, 2005 from 6:00 pm to 8:00 pm.

Adjournment

Chairman Aloyo adjourned the meeting at 3:10 p.m.

Dated this 10th day of August 2005.

Local Emergency Planning Committee

Submitted By: _____
Holly Carpenter, Recording Secretary

Reviewed By: _____
Osman Aloyo, LEPC Chairman